



## HAMLET COMMITTEE

### PURPOSE

The Hamlet Committee will aid the Council of the RM of McKillop No. 220 in meeting its responsibilities regarding transparency and accountability to rate payers residing in Organized and Unorganized Hamlets. The Hamlet Committee will also aid with the responsibility to convey all decisions made by the Council of the RM of McKillop No. 220 to property owners residing in Organized and Unorganized Hamlets.

### DEFINITIONS

- a) **Council** - the Council of the Rural Municipality of McKillop No. 220
- b) **RM** - the Rural Municipality of McKillop No. 220

### LEGISLATIVE AUTHORITY

#### *The Municipalities Act*

#### **Council committees and bodies**

81 A council may establish council committees and other bodies and define their functions.

#### **General duties of mayor or reeve**

93(2) The mayor or reeve is a member of all council committees and all bodies established by council pursuant to this Act unless the council provides otherwise.

#### **Meetings to be public, exceptions**

120(2) Councils and council committees may close all or part of their meetings to the public if the matter to be discussed:  
(b) concerns long-range or strategic planning.

### SCOPE

1. The Hamlet Committee shall be responsible to:
  - a) Liaise with Organized Hamlet Boards and Unorganized Hamlet Representatives to convey information regarding Council policies and procedures and legal requirements.



- b) Convey all decisions made by Council regarding services provided to Organized Hamlets and Unorganized Hamlets as well as any other information deemed pertinent by the Council.
  - c) Collect information from Organized Hamlet Boards and Unorganized Hamlet Representatives regarding the needs of each of the Organized Hamlets and Unorganized Hamlets for services and improvements;
  - d) Arrange meetings with Organized Hamlet Boards and to allow the Organized Hamlet Boards and Unorganized Hamlet Representatives to act in their advisory capacity to convey information to Council.
2. No member of the Hamlet Committee shall provide approval to any individual, Organized Hamlet Board or Unorganized Hamlet Representative to carry out an activity or operation that has not been discussed by the Committee for recommendation and approval of Council.
  3. Members shall follow RM policies and procedures and comply with applicable legislation.

#### **Committee Members and Appointments**

4. The Hamlet Committee shall be comprised of three (3) members of Council:
  - a) One (1) shall be appointed Committee Chair.
  - b) The remaining two (2) shall be members of the Council.
  - c) The Reeve is an ex-officio member of the Committee.
5. The RM Chief Administrative Office, Chief Finance Officer and the Community Planner shall be contributor(s) to the Hamlet Committee.
6. Appointments to the Hamlet Committee shall be made at the regular Council meeting held in January when Committee appointments are required appointing a Committee Chair.

#### **Committee Meetings and Procedures**

7. The Hamlet Committee shall meet twice annually with Organized Hamlet Board(s) and Unorganized Hamlet Representative(s) to receive information from that community regarding the services that are currently provided in the community as well as services that would be beneficial to provide to the community.



8. All Hamlet Committee meetings must be held in a public venue with all procedures relating to the meetings being in accordance with the requirements of the Council Procedures Bylaw.
9. At the next regular meeting of Council following a meeting with an Organized Hamlet or Unorganized Hamlet, the Hamlet Committee shall present a written report or meeting minutes relating to the discussions with the Organized Hamlets or Unorganized Hamlets.
10. The Chair of the Committee shall be responsible to call any additional Committee meetings.

APPROVED



**FORM A – EXPRESSION OF INTEREST  
HAMLET COMMITTEE**

(Please Print)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Telephone: Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Additional Contact Info:  
\_\_\_\_\_

Reason for Interest:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and agree to the following:

1. Terms for members of the public on the Hamlet Committee are two (2) years.
2. To best represent the interest of the public.
3. Attending meetings is a requirement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_